

Entering Attended POST Approved Training in the Acadis Portal

In-Service and Specialized Training

All attended POST approved training must be entered into Acadis for officers to receive credit for the attended training. Annually, all officers are required to have a minimum of forty (40) hours of POST approved training—"In-Service"

For officers and their agencies to remain in compliance with POST Rules and be eligible for salary supplement (\$800/officer), all required annual hours and training must be completed and properly entered in the Acadis Portal.

Of the required forty (40) hours of training, officers must have training in the following:

Child Sex Abuse (CSA) (1 HOUR)
Emergency Vehicle Operation (EVOC) (2 HOURS)
Firearms (FA) (8 HOURS)
Mental Illness (MI) (1 HOUR)

The new 2021 administrative mandates are as follows:

De-escalation and Duty to Intervene
Officer Wellness
Public Assembly Interaction
Community and Officer Interaction Hours

To enter training into the Acadis Portal, you must be the selected Portal user for your agency and have an account set up.

The login for the Acadis Portal:

<https://acadis-portal.tn.gov/AcadisViewer/login.aspx>



POST APPROVED TRAINING IS BROKEN DOWN IN TWO BROAD CATEGORIES

“In-Service Training” & “Specialized Training”

1. **In-Service Training**– Requires the **In-Service Roster Form** to be uploaded to Acadis. The Roster must be filled out in its entirety and signed. Please note, Firearms Instructors **cannot** sign off on their own firearms training. A second signature is required by a POST Certified Firearms Instructor. The only document you will upload is the In-Service Training Roster with Firearms and Test scores—“THIS IS NOT YOUR AGENCY’S SIGN-IN ROSTER”

POST Link for the In-Service Roster form:

https://www.tn.gov/content/dam/tn/commerce/documents/post/forms/In-Service_Roster_Form-fillable.pdf

2. **Specialized Training**– Requires the **Specialized Substitution Form** to be completed and uploaded in Acadis. In addition, verification of completed training is required by uploading the completed training certificate that should be provided when any specialized training is completed. It is helpful for the certificate to indicate the name of training and the POST approval number. Specialized training cannot take the place of mandated training (CSA, EVOC, FA, MI) and the new 2021 ADMIN MANDATES. All mandated training topics and their required hours must be completed. Attended POST approved Specialized Training can be used to help meet the minimum required annual training hours (40).

POST Link for the Specialized Substitution Form:

https://www.tn.gov/content/dam/tn/commerce/documents/post/forms/Specialized_Training_Substitution_Form-fillable.pdf

In Acadis, you will select the appropriate training category from a dropdown list. The available training categories are individually listed trainings and commonly combined trainings. These are available for In-Service Training and Specialized Training.

You must choose the training category that describes the training attended by the officer.

Training Categories can be individually selected for each officer on your training roster.

OR

You may also choose one training category in the event every officer attended the same training in its entirety and missed no hours or covered topics in the training lesson plan.

THE ONLY TRAINING CATEGORIES USED FOR ENTERING POST TRAINING START WITH “TN POST”. ANY OTHER SELECTED TRAINING CATEGORIES WILL BE REJECTED.

REVIEW THE FOLLOWING ATTENDED TRAINING CATEGORIES AND THEIR DESCRIPTIONS

IN-SERVICE TRAINING	
Categories	Description of Category
TN POST CSA	Use this category for attended POST approved Child Sex Abuse training. This training category may be used for attended CSA training that is NOT a part of or combined with any other types of training.
TN POST EVOC	Use this category for attended POST approved EVOC training. This training category may be used for attended EVOC training that is NOT a part of or combined with any other types of training.
TN POST FIREARMS	Use this category for attended POST approved FI training. This training category may be used for attended FA training that is NOT a part of or combined with any other types of training. This category may be used for FA training that does not include qualifications OR meet the minimum eight (8) hour requirement.
TN POST MI	Use this category for attended POST approved MI. This training category may be used for attended MI training that is NOT a part of or combined with other types of training.
TN POST - Admin Mandates (6 HOURS)	<p>Use this training category for attended POST approved training that Includes: De-escalation and Duty to Intervene (2 hours), Officer Wellness (2 hours), Public Assembly Interaction (2 hours).</p> <p>The minimum required hours for each topic must be met or exceeded. If the minimum hours for any of the included Admin Mandates do not meet or exceed the annual required hours, then use the individual categories for the Admin Mandates and enter the correct attended training hours for each topic.</p>
TN POST - Admin Mandates (10 HOURS)	<p>Use this training category for attended POST approved training that includes: De-escalation and Duty to Intervene (2), Officer Wellness (2), Public Assembly Interaction (2), Community and Officer Interaction Hours (4).</p> <p>The minimum required hours for each topic must be met or exceeded. If the minimum hours for any of the included Admin Mandates do not meet or exceed the annual required hours, then use the individual categories for the Admin Mandates and enter the correct attended training hours for each topic.</p>

<p>TN POST - Admin Mandates De-escalation and Duty to Intervene</p>	<p>Use this training category for attended POST approved training that only includes De-escalation and Duty to Intervene.</p>
<p>TN POST - Admin Mandate Officer Wellness</p>	<p>Use this training category for attended training that only includes attended POST approved training for Officer Wellness.</p>
<p>TN POST - Admin Mandate Public Assembly Interaction</p>	<p>Use this training category for attended training that only includes POST approved training for Public Assembly Interaction.</p>
<p>TN POST - Admin Mandate Community and Officer Interaction Hours</p>	<p>Use this training category for any or all completed annual required Community and Officer Interaction hours. Each Officer should complete a total of four (4) hours.</p> <p>These activities and interactions should somehow help cultivate cultural competency and promote positive communitywide inclusivity intended to touch all of Tennessee's diverse communities.</p>
<p>TN POST - In- Service Training</p>	<p>THIS TRAINING CATEGORY DOES NOT INCLUDE ANY REQUIRED MANDATES</p> <p>Example: In-Service Training Including Defensive Tactics or other POST approved In-Service training.</p> <p>Attended POST Approved training hours may be used to help meet or exceed the minimum required annual training hours (40).</p>
<p>TN POST - In-Service Training including CSA</p>	<p>Use this training category for attended POST approved in-service training that also includes child sex abuse. The minimum required hours allotted to child sex abuse training must meet or exceed the minimum annual required hours (1).</p>
<p>TN POST - In- Service Training including EVOC</p>	<p>Use this training category for attended POST approved in-service training that also includes EVOC. The hours allotted to EVOC training must meet or exceed the minimum annual required hours (2 hours).</p> <p>If the minimum hours for EVOC do not meet or exceed (2) hours, then enter the attended EVOC training using the training category (TN POST EVOC) and indicate the correct number hours for attended training.</p>
<p>TN POST - In-Service Training including Firearms</p>	<p>Use this training category for attended POST approved in-service training that also includes FA. The hours allotted to FA training must meet or exceed the minimum annual required hours (8).</p>

	<p>If the minimum hours for FA do not meet or exceed eight (8) hours, then enter the attended firearms training using the training category (TN POST FA) and indicate the correct number hours for the attended FA training.</p>
<p>TN POST - In- Service Training including MI</p>	<p>Use this training category for attended POST approved in-service training that also includes MI. The hours allotted to MI training must meet or exceed the minimum annual required hours (1).</p>
<p>TN POST - In- Service Training including CSA and EVOC</p>	<p>Use this training category for attended POST approved in-service training that also includes CSA and EVOC. The hours allotted to both included mandated trainings (CSA (1 hour)) and (EVOC (2 hours)) must meet or exceed the minimum annual required hours.</p> <p>If the training hours for either mandate do not meet or exceed the required annual hours, then enter the attended training using the (TN POST CSA) and (TN POST EVOC) training categories and indicate the correct number hours for attended training.</p>
<p>TN POST - Specialized training including CSA, EVOC, and MI</p>	<p>Use this training category for attended POST approved Specialized Training that also includes (CSA ((1 hour)), (EVOC (2 hours)), and (MI (1 hour))). The hours allotted to each of the mandated trainings must meet or exceed minimum annual required hours.</p> <p>If the training hours do not meet or exceed the annual required hours, then use the individual training categories (TN POST Specialized Including CSA), (TN POST Specialized Including EVOC), (TN POST Specialized Including MI) for each training category and indicate the correct number of attended training hours.</p>
<p>TN POST - In-Service Training including CSA, EVOC, and Firearms</p>	<p>Use this training category for attended POST approved in-service training that also includes CSA, EVOC, and FA. The hours allotted to all included mandated trainings (CSA (1 hour)), (EVOC (2 hours)), (FA (8 hours)) must meet or exceed the minimum annual required hours.</p> <p>If the training hours for any of the included mandates do not meet or exceed required hours, then enter the attended training using the (TN POST CSA), (TN POST EVOC), (TN POST FA) training categories and indicate the correct number hours for each attended training.</p>
<p>TN POST - In-Service Training including CSA, EVOC, Firearms, and MI</p>	<p>Use this training category for attended POST approved in-service training that also includes CSA, EVOC, FA, and MI. The hours allotted to each of the included mandated trainings (CSA (1 hour)), (EVOC (2 hours)), (FA (8 hours)), (MI (1 hour)) must meet or exceed the minimum annual required hours.</p>

	<p>If the training hours for any of the included mandates do not meet or exceed required annual hours, then enter the attended training using the (TN POST CSA), (TN POST EVOC), (TN POST FA), and (TN POST MI) training categories and indicate the correct number hours for EACH attended training.</p>
<p>TN POST - In-Service Training including EVOC and Firearms</p>	<p>Use this training category for attended POST approved in-service training that also includes CSA, EVOC, and FA. The hours allotted to all included mandated trainings (EVOC (2 hours)) and (FA (8 hours)) must meet or exceed the minimum annual required hours.</p> <p>If the training hours for any of the included mandates do not meet or exceed required annual hours, then enter the attended training with the (TN POST EVOC) and (TN POST FA) training categories and indicate the correct number hours for EACH attended training.</p>
<p>TN POST - In-Service Training including Firearms and MI</p>	<p>Use this training category for attended POST approved in-service training that also includes FA and MI. The hours allotted to all included mandated trainings (FA (8 hours)) and (MI (1 hour)) must meet or exceed the minimum annual required hours.</p> <p>If the training hours for any of the included mandates do not meet or exceed required annual hours, then enter the attended training using (TN POST FA) and (TN POST MI) training categories and indicate the correct number hours for attended training.</p>
<p>TN POST - In-Service Training including MI</p>	<p>Use this training category for attended POST approved in-service training that also includes MI. The minimum required hours allotted to all included mandated training (MI (1 hour)) must meet or exceed the minimum annual required hours.</p>
<p>TN POST - In-Service Training including all Admin Mandates</p>	<p>Use this training category for attended POST approved in-service training that also includes the 2021 Admin Mandates: De-escalation and Duty to Intervene (2 hours), Officer Wellness (2 hours), Public Assembly Interaction (2 hours).</p> <p>The minimum annual required hours for each Admin Mandate must be met or exceeded. If the training hours do not meet or exceed the annual requirements, then use the individual training categories for (TN POST ADMIN TRAINING) and enter the correct number of attended training hours for each.</p>
<p>TN POST - In-Service Training including all Training Mandates</p>	<p>Use this training category for attended POST approved in-service training that ONLY includes all the required Training Mandates: CSA (1 hour), EVOC (2 hours), FA (8 hours), and MI (1 hour).</p> <p>All required hours for each mandate must be met or exceeded for this category to be used. There are no other training topics other than the mandates for this category to be selected.</p>

<p>TN POST - In-Service Training including all Training Mandates and Admin Mandates</p>	<p>Use this training category when POST approved attended training includes: CSA (1 hour), EVOC (2 hours), FA (8 hours), and MI (1 hour), 2021 Admin Mandates (De-escalation and Duty to Intervene (2 hours), Officer Wellness (2 hours), Public Assembly Interaction (2 hours).</p> <p>All required hours for each mandate must be met or exceeded for this category to be used. No other training categories are included.</p>
<p>SPECIALIZED TRAINING CATEGORIES</p>	
<p>TN POST - Specialized training including CSA</p>	<p>Use this training category for attended POST approved Specialized Training that is specific to or also includes child sex abuse.</p>
<p>TN POST - Specialized training including CSA, EVOC, and MI</p>	<p>Use this training category for attended POST approved Specialized Training that also includes CSA (1 hour), EVOC (2 hours), and MI (1 hour).</p>
<p>TN POST - Specialized training including CSA and Firearms</p>	<p>Use this training category for attended POST approved Specialized Training that also includes CSA (1 hour) and FA (8 hours).</p>
<p>TN POST - Specialized training including CSA and MI</p>	<p>Use this training category for attended POST approved Specialized Training that also includes CSA (1 hour) and MI (1 hour).</p>
<p>TN POST - Specialized training including EVOC</p>	<p>Use this training category for attended POST approved Specialized Training that is specific to or also includes EVOC (2 hour).</p>
<p>TN POST - Specialized training including EVOC, Firearms, and MI</p>	<p>Use this training category for attended POST approved Specialized Training that also includes EVOC (2 hour), FA (8 hours), and MI (1 hour).</p>
<p>TN POST - Specialized training including Firearms</p>	<p>Use this training category for attended POST approved Specialized Training that is specific to or also includes FA. The hours allotted to the included mandated training (FA).</p>
<p>TN POST - Specialized training including Firearms and MI</p>	<p>Use this training category for attended POST approved Specialized Training that also includes FA and MI.</p>
<p>TN POST - Specialized training including MI</p>	<p>Use this training category for attended POST approved Specialized Training that is specific to or also includes MI (1 hour).</p>

<p>TN POST - Specialized training including all Administrative Mandates</p>	<p>Use this category for POST approved specialized training that also includes all 2021Admin Mandates (De-escalation and Duty to Intervene (2 hours), Officer Wellness (2 hours), Public Assembly Interaction (2 hours), Community and Officer Interaction Hours (4 hours). There should be a total of ten (10 Hours).</p> <p>If the minimum required hours for any of the 2021Admin Mandates do not meet or exceed the annual required hours, then use the individual (TN POST Admin Mandate) categories and indicate the correct attended hours for each training topic. Use the category (TN POST Specialized Including NO Mandates) to enter the attended training hours for only the specialized training that is not an Admin Mandate.</p>
<p>TN POST - Specialized training including all Training Mandates</p>	<p>Use this training category for POST approved Specialized Training that also includes all the required annual Training Mandates: (CSA 1 hour, EVOC 2 hours, FA 8 hours, and MI 1 hour).</p> <p>If any one of the included mandated trainings do not meet or exceed the required annual hours then use the individual training categories (TN POST Specialized including CSA, TN POST Specialized including EVOC, TN POST Specialized including FA, TN POST Specialized including MI) and enter the correct attended training hours for each topic.</p> <p>Any attended specialized training that IS NOT an annual mandate can be entered using (TN POST Specialized not including any Mandates).</p>
<p>TN POST - Specialized training including all Training Mandates and Admin Mandates</p>	<p>Use this category only if the attended POST approved Specialized training includes all of the required annual in-service training mandates (CSA 1 hour, EVOC 2 hours, FA 8 hours, and MI 1 hour) and also includes all 2021Admin Mandates (De-escalation and Duty to Intervene (2 Hours), Officer Wellness (2 Hours), Public Assembly Interaction (2 Hours), Community and Officer Interaction Hours (4 hours). There should be a total of (10 Hours)</p> <p>THE REQUIRED HOURS FOR ALL ANNUAL MANDATES (training and admin) MUST BE MET OR EXCEEDED.</p>
<p>TN POST - Specialized training including NO Mandates</p>	<p>Use this category for all POST approved Specialized Training INCLUDING NO required annual mandates.</p>

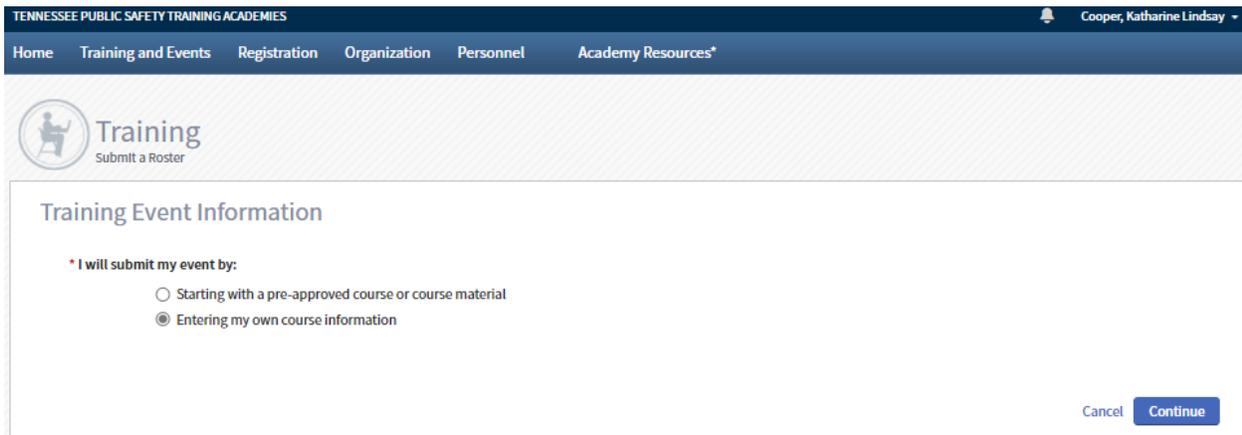
(STEP 1) ENTERING TRAINING ATTENDED INTO THE ACADIS PORTAL

- Log in to the Acadis Portal.

- Using the “**Training and Events**” tab located at the top of the screen.
- Select “**Submit Completed Training for Approval**”.



- The next window will automatically open.
- Do **not** select “starting with a pre-approved course or course material”.
- Select “**Entering My Own Course Information**” and click continue.



(STEP 2) ENTER THE TRAINING INFORMATION

Home Training and Events Registration Organization Personnel Academy Resources

 **Training**
Submit Completed Training for Approval

Training Description

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

* Course Title

Course No.

Description

* Start Date Start Date: Put the date the class(es) starts here. If your 40-hour training spans weeks/months of non-sequential days, just put the first day of training. You can wait until all 40 hours are complete before submitting the training.

* End Date End Date: Put the date the class(es) ends here. If your 40-hour training spans weeks/months of non-sequential days, just put the last day of training.

Training Category All attendees will have the same training category
 Each attendee may have a different training category

Training Hours All attendees will have the same number of hours
 Each attendee may have a different number of hours

* Report Training To

Event Comments

INSTRUCTION PROVIDER

* Type Official Provider/Certified Instructor

 Other

INSTRUCTOR CONTACT

Instructor Name

Email

Phone () - Ext.

Cancel | Save As Draft | Add Students | **Submit for approval**

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

ONLY enter the year, your agency name, and training title

The POST approved number is located at: <http://tn.gov/commerce/topic/post-resources>. NOTHING ELSE WILL BE APPROVED UNLESS YOU TYPE "OUT OF STATE" IF APPLICABLE

Enter a description of the training. Be specific, what's include?

Always Select TLETA—ACADEMY LICENSES

Select each attendee may have a different training category OR Select each attendee may have a different number of hours

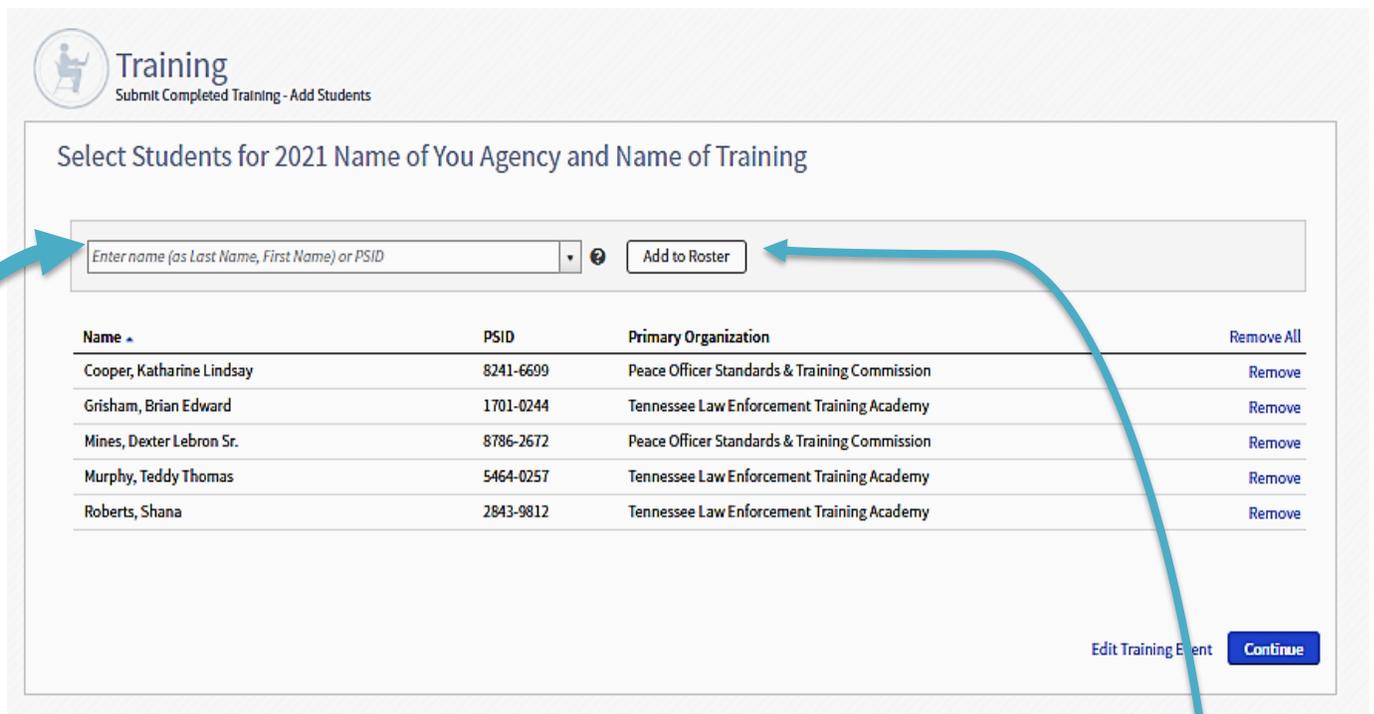
List main instructor or a representative instructor

ALWAYS ENTER NAME OF YOUR AGENCY HERE WITH NO ABBREVIATIONS

Select add students to advance to the next window.

(STEP 3) ADD STUDENTS TO THE ROSTER

The following is an example roster with differing training possibilities.



The screenshot shows a web interface for adding students to a roster. At the top left is a logo with a person at a computer and the text "Training Submit Completed Training - Add Students". The main heading is "Select Students for 2021 Name of You Agency and Name of Training". Below this is a search input field with the placeholder text "Enter name (as Last Name, First Name) or PSID" and a search icon. To the right of the search field is an "Add to Roster" button. Below the search field is a table with the following data:

Name	PSID	Primary Organization	Remove All
Cooper, Katharine Lindsay	8241-6699	Peace Officer Standards & Training Commission	Remove
Grisham, Brian Edward	1701-0244	Tennessee Law Enforcement Training Academy	Remove
Mines, Dexter Lebron Sr.	8786-2672	Peace Officer Standards & Training Commission	Remove
Murphy, Teddy Thomas	5464-0257	Tennessee Law Enforcement Training Academy	Remove
Roberts, Shana	2843-9812	Tennessee Law Enforcement Training Academy	Remove

At the bottom right of the interface are two buttons: "Edit Training Event" and "Continue".

- You can enter the name (last name, first name) or PSID number in this field to find the attendee. If searching by name, you must type in the last name then put a comma (,) and a space, then start typing the first name (this must be the legal first name) in order for the names to start appearing. When the name you want appears, click on that name.
- Continue adding names until your roster is complete.
- Do not submit one name at a time. When all names have been added, select **Add to Roster**.
- The next screen will allow you to enter the training category per officer and the hours of training the officer attended. You will only be able to select different training categories if you selected officers can have different training categories on the prior page. This is important and allows you to enter differing information for each officer.

Example: An officer only attends the EVOC and FA portion of your in-service training that included all the mandates.

(STEP 3 CONTINUED ON NEXT PAGE)

(STEP 3 Cont.) ADD STUDENTS TO THE ROSTER
(THIS IS AN EXAMPLE WITH DIFFERING POSSIBILITIES PER STUDENT)

Select the correct training category of training attended by each officer. Then enter the correct hours of attended training.

Enter Training Categories and Hours

Name ▲	Academy ID	SSN	Title/Rank	Employment Type	Employment Status	Training Category*	Hours*
Cooper, Katharine Lindsay	8241-6699	xxx-xx-8926	Investigator	Staff	Active	TN POST - In-Service Tra ▼	12
Grisham, Brian Edward	1701-0244	xxx-xx-4796	Executive Director	Law Enforcement Officer	Active	TN POST - In-Service tra ▼	40
Mines, Dexter Lebron Sr.	8786-2672	xxx-xx-7162	Assistant Director	Staff	Active	TN POST - In-Service Tra ▼	10
Murphy, Teddy Thomas	5464-0257	xxx-xx-6036	Instructor	Staff	Active	TN POST - In- Service Tr. ▼	3
Roberts, Shana	2843-9812		Instructor	Staff	Active	TN POST - In-Service tra ▼	40

Back [Continue](#)

(Officer 1) The **training category** (TN POST IN-SERVICE TRAINING including CSA, FA, MI) was selected due to this officer only attending the CSA,FA, and MI portions of the training. A total of twelve (12) hours of training was attended by this officer. The annual requirements for CSA, FA, and MI have been met by this officer. The Roster uploaded for this training will reflect the same training entered here. *(Uploading the roster will be covered later in these instructions.)*

(Officer 2)The **training category** (TN POST IN-SERVICE TRAINING including CSA, EVOC, FA, and MI) was selected due to this officer attending all of the in-service training that also included all of the required annual mandates (CSA, EVOC, FA, and MI). Each mandate’s required hours must have been met or exceeded. This officer also attended the portion of the training that included CPR, Defensive Tactics, and Active Shooter. A total of 40 hours of training was attended by this officer. The annual requirements for all mandates and required in-service hours have been met by this officer. The Roster uploaded for this training will reflect the same training entered here. *(Uploading the roster will be covered later in these instructions.)*

(Officer 3) The **training category** (TN POST IN-SERVICE TRAINING including FA and MI) was selected due to this officer attending the portion of training that included FA and MI). Each mandate’s required hours must have been met or exceeded. A total of 10 hours of training was attended by this officer. The annual requirements for FA and MI have been met by this officer. The Roster uploaded for this training will reflect the same training entered here. *(Uploading the roster will be covered later in these instructions.)*

(Officer 4) The **training category** (TN POST IN-SERVICE TRAINING including CSA and EVOC) was selected due to this officer attending the portion of training that included CSA and EVOC). Each mandate’s required hours must have been met or exceeded. A total of 10 hours of training was attended by this officer. The annual requirements for CSA and EVOC have been met by this officer. The Roster uploaded for this training will reflect the same training entered here. *(Uploading the roster will be covered later in these instructions.)*

(Officer 5) (TN POST IN-SERVICE TRAINING including CSA, EVOC, FA, and MI) was selected due to this officer attending all of the in-service training that also included all of the required annual mandates (CSA, EVOC, FA, and MI). Each mandate’s required hours must have been met or exceeded. This officer also attended the portion of the training that included CPR, Defensive tactics, and Active Shooter. A total of 40 hours of training was actually attended by this officer. The annual requirements for all mandates and required in-service hours have been met by this officer.

ONCE TRAINING HAS BEEN ENTERED SELECT “CONTINUE”.

(STEP 4) ADD SUPPORTING DOCUMENTS

You will now be able to see your training event record and students added to the roster. You need to upload the documents to support the training you have entered. For In-Service training you will upload the training roster that was signed and dated by the Training Officer(s) and FA Instructor(s).

At the bottom of the screen, click “Add a Document”.

Home
Training and Events
Registration
Organization
Personnel
Academy Resources*

Training Event Record for 2021 Name of You Agency and Name of Training

Course No. 21-00001 **Draft** 01/07/2021 by Cooper, Katharine Lindsay

Status Draft

Description *EXAMPLE*
 - Annual in-Service including all mandates CSA (1 hours), EVOC (2 hours), FA (8hours), MI (1 hour).
 - All required hours are met for each of the included mandates.
 - Training also includes CPR, Defensive Tactics, and Active Shooter Training.

Training Date(s) 1/4/2021 - 1/7/2021

Hours Each attendee may have a different number of hours

Reported To TLETA - Academy Licenses

Instruction Provider Agency Provider

Event Comments ENTER ANY NEEDED EVENT COMMENTS

Students (5)

Name ▲	PSID	Training Category	Hours
Cooper, Katharine Lindsay	8241-6699	TN POST - In-Service Training including CSA, EVOC, and Firearms	12.00
Grisham, Brian Edward	1701-0244	TN POST - In-Service Training including all Mandates	40.00
Mines, Dexter Lebron Sr.	8786-2672	TN POST - In-Service Training including Firearms and MI	10.00
Murphy, Teddy Thomas	5464-0257	TN POST - In- Service Training including CSA and EVOC	3.00
Roberts, Shana	2843-9812	TN POST - In-Service Training including all Mandates	38.00

Documents

No documents have been provided. Add a document

(STEP 4 CONTINUED ON NEXT PAGE)

(STEP 5) SUBMIT ATTENDED TRAINING FOR APPROVAL

- Review everything you have entered. Once you submit the training event for approval, you cannot make changes. Make sure that all information has been entered and is accurate.
- Once your training has been submitted, it will be either approved or rejected by POST. If rejected, you will receive an email stating the reason. You will then need to resubmit the training with the correction(s) made. If approved, it will list in the “View Submitted Training” section under the “Training & Events” tab.
- When you are certain everything is correct, click the “Submit for approval” button.

The screenshot displays a web interface for training submission. At the top, there is a section titled "Uploaded" with a light blue background. Below this, a record is shown: "01/11/2021 05:14 PM by Cooper, Katharine Lindsay". To the right of this record is an "Edit" button and a vertical ellipsis menu icon. Below the record, a yellow warning box contains the text: "Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval." At the bottom right of the interface, there are two buttons: a "Back" button and a blue "Submit for approval" button.

**THE FOLLOWING PAGES SHOW HOW TO ENTER
SPECIALIZED TRAINING**

HOW TO SUBMIT SPECIALIZED TRAINING IN ACADIS

(STEP 1) Conduct all steps the same as if you are for entering “In-Service Training” until you get to adding your supporting documents

- Just as you would submit documents for In-Service Training, you will do the same for adding Specialized Training documents.
- The only documents required for specialized training are the “Specialized Training Substitution Form” and the “Certificate”. **Do not attach the sign-in sheet.**

- Enter the description of the document you are uploading.
- Choose the file of the document you are uploading from your computer by selecting “Choose File”, “Browse”, double click the file when located on your computer, and select “SAVE”.



**TENNESSEE
PEACE OFFICERS STANDARDS AND TRAINING COMMISSION**

SPECIALIZED TRAINING SUBSTITUTION

AGENCY SUBMITTING REQUEST: _____
 Please accept this request to substitute the following course for fulfillment of annual in-service training for:
 Name: _____
(Last / First / Middle)
 Rank: _____ Badge ID: _____ PSID #: _____
 UNIT ASSIGNED TO AND/OR DUTIES AND RESPONSIBILITIES: _____

 NAME OF COURSE COMPLETED OR CLASS COMPLETED: _____
 NUMBER OF HOURS: _____ TEST SCORE: _____
 SPONSORING AGENCY: _____
(Agency that provided the training)
 TRAINING SITE: _____
 DATE(S) ATTENDED: _____ To _____

 SIGNATURE OF AGENCY HEAD: _____ TITLE: _____

A copy of the Certificate of Completion must be attached. No credit will be given without documentation confirming successful completion. Child Sexual Abuse, EVOC and Firearms Qualification must also be met.

CRITIQUE:

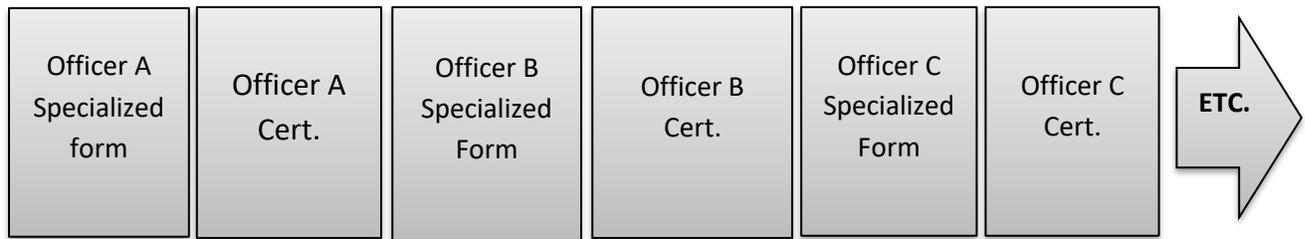
A – Highest F – Lowest

1. Was this course beneficial to your job assignment? A B C D F
2. Would you recommend this course to another officer? A B C D F
3. How would you rate the instructor? A B C D F
4. Was the information presented in a concise manner? A B C D F
5. How would you rate the facility? A B C D F
6. Was the handout material satisfactory? A B C D F
7. Comments: _____

Officer's Signature: _____

IN-1588 (Rev. 9-11)

- Scan all documents into **one (1)** PDF and attach everything as one document. You may have multiple specialized forms and certifications in one PDF. This will depend how many of your officers attended the specialized training.



ALL DOCUMENT ARE ADDED AS (1) PDF

- **ORDER OF DOCUMENTS:** In alphabetical order, place the first officers specialized training substitution form and then the same officer’s certificate. Then under that have the next officer’s form and certificate, etc. (EXAMPLE: Officer Smith’s substitution form and certificate, Officer Wallace’s substitution form and certificate, Officer Yang’s substitution form and certificate, etc.)
- Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before clicking the “Submitting for Approval” button.
- When you are certain everything is correct, click the “Submit for approval” button.
- Once your training has been submitted, it will be either approved or rejected by POST. If rejected, you will receive an email stating the reason. You will then need to resubmit the training with the correction(s) made. If approved, it will list in the “View Submitted Training” section under the “Training & Events” tab

YOU HAVE COMPLETED THIS TASK